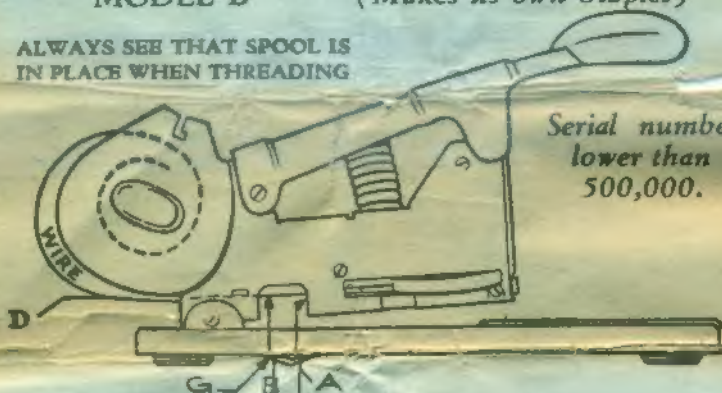


## Loading directions for Bates Staplers MODEL B (Makes its own Staples)

**ALWAYS SEE THAT SPOOL IS  
IN PLACE WHEN THREADING**



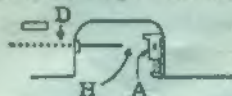
Serial numbers  
lower than  
500,000.

**TO RETHREAD:** Remove scotch tape. Insert spool as illustrated herewith, with protruding spring (E) pointing towards the stapler.

Next, pull off four or five inches of wire and straighten the first inch of same. This is very important. *Caution:* Be sure there are no kinks or sharp bends in any of the wire. If there are, cut off clean above such bends or kinks with scissors.

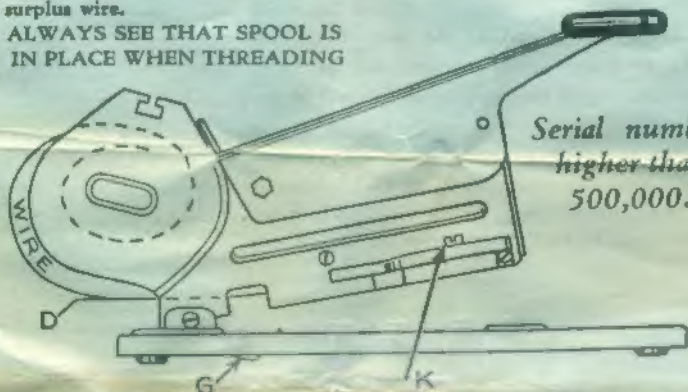


Depress part marked "clutch" (G) underneath machine, and keep it depressed while inserting wire through hole (D) until it is about  $\frac{1}{4}$  inch beyond the first hole and midway between the first and second holes as illustrated by arrow (H) at the right.



Now, with clutch still depressed, take tweezers supplied with each machine and carefully direct wire through the second hole (A), continue advancing wire with tweezers until it comes out of opening at front of machine. Operate stapler once or twice to eliminate surplus wire.

**ALWAYS SEE THAT SPOOL IS  
IN PLACE WHEN THREADING**



Serial numbers  
higher than  
500,000.

**IMPORTANT:** Before rethreading be sure no wire is in mechanism. Check this by removing small cover at (K).

Then push handle way down and lock in depressed position by pressing part marked "Clutch" at (G) underneath machine. Now insert wire thru funnel at (D). Advance wire two or three inches into machine. Press down on handle which will release lock. Stapler will thread itself by further operation of handle.

### General Directions.

If stapler ever operates hard a drop or two of light oil on the moving parts will be very effective. This applies particularly to the plunger and slide mechanism and other wearing parts.

Do not operate the Stapler by coming down on the handle with a hard blow - merely depress with the hand and follow through to insure complete stroke.

**THE BATES MFG. CO.,**  
ORANGE, N. J., U. S. A.

New York Office - 30 Vesey Street  
Makers of Bates Numbering Machines, Telephone Indexes,  
Eyeleters, Staplers, List Finders, File Fasteners and Perforators

## Loading directions for Bates Staplers

### MODEL C BATES STAPLER (Makes its own Staples)

ALWAYS SEE THAT SPOOL IS  
IN PLACE WHEN THREADING



**IMPORTANT:** Before rethreading be sure no wire is in mechanism. Check this by lifting and turning small cover at (K).

**TO RETHREAD:** Remove scotch tape. Insert spool as illustrated herewith, with protruding end (E) pointing towards the stapler.



Next, pull off four or five inches of wire. *Caution:* Be sure there are no kinks or sharp bends in any of the wire. If there are, cut off clean above such bends or kinks with scissors.

Then push handle way down and lock in depressed position by pressing part marked "Clutch" at (G) underneath machine. Now insert wire thru funnel at (D). Advance wire two or three inches into machine. Press down on handle which will release lock. Stapler will thread itself by further operation of handle.

#### General Directions.

If stapler ever operates hard a drop or two of light oil on the moving parts will be very effective. This applies particularly to the plunger and slide mechanism and other wearing parts.

Do not operate the Stapler by coming down on the handle with a hard blow - merely depress with the hand and follow through to insure complete stroke.

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